



## CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	<b>RELEASE DATE:</b>	Friday, October 1, 2010
<b>POSITION TITLE:</b>	Chief Financial Officer	<b>FINAL FILING DATE:</b>	Wednesday, October 20, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	09272010_1

### POSITION DESCRIPTION

Under the general direction of the Chief of Staff, the Chief Financial Officer (CFO) is responsible for providing leadership, strategic planning, management direction and policy guidance of the department-wide Financial Services functions. The CFO provides the fiscal perspective in the formulation, administration and continuing evaluation of CalSTRS' programs and policies; participates as a member of the Executive staff and serves as staff liaison to Audits and Risk Management Committee of the Teachers' Retirement Board (TRB). The CFO has responsibility for the following critical and highly visible support functions: Financial Accounting, Pension Accounting, Budgets, Procurement, Contract Services, Facilities Management, Business Continuity, Safety and Security, and Continuous Improvement.

The CFO provides direction and leadership for the work, activities, and performance of the divisions and staff within the Financial Services Branch; ensures compliance with policies, system procedures, and processes that are consistent with the directions of the TRB, federal and state laws, and as appropriate, to the laws and rules of the Department of Finance, Department of Personnel Administration, Department of General Services, the State Controller's Office, and other business partners; and represents CalSTRS before control agencies or other professional organizations, as appropriate.

The CFO oversees all activities relating to the proper collection and distribution of contributions made to, benefits and investment related disbursements from, and the CalSTRS systems and functions used to provide for fiscal control over all fund sources; acts as the strategic partner of the Chief of Staff, directing the development and implementation of the short and long-term business plans for the Branch and significant Branch projects that have department-wide impact; and oversees and provides direction on the assessment and implementation of changes in business and socio-economic scenarios affecting CalSTRS.

The CFO directs, develops, and implements business plans and changes in business policies and operations in light of CalSTRS current unfunded liability; acts as chief advisor on matters relating to fiscal, procurement, contract management, facilities, business continuity, physical security, and

other administrative policies affecting the programs of CalSTRS; participates in major policy decisions regarding overall CalSTRS operations; acts as staff resource to the Chief of Staff and Board members in rendering sensitive technical fiscal and procurement decisions; participates in Executive and CalSTRS Board meetings; delivers formal written and oral presentations to the Board on budget, accounting, contract and enterprise project matters; and provides written and oral presentations to the general staff and other organizations on a regular and ad-hoc basis.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Extensive experience in finance and administrative functions with substantial knowledge of budgeting best practices, generally accepted accounting principles, fiscal systems design and implementation and the evaluation and implementation of programs and policies.
2. Strong senior level leadership skills that demonstrate the ability to think strategically, effectively function as a member of an executive team, and effectively plan, organize and balance multiple and conflicting priorities to achieve organizational goals.
3. Experience that demonstrates the ability to communicate and negotiate effectively with all levels within and outside the department, which includes making formal presentations to Senior Management, Executive Staff, a Board or similar body, Federal, State, Agency and local organizations.
4. Knowledge of the laws and rules governing public pension funds and the California State Teachers' Retirement System or experience that demonstrates the ability to quickly learn and apply same in a fiscal and administrative setting.
5. Demonstrated ability to direct multi-disciplinary professional staff, as well as mentor and coach employees to achieve their full potential as an individual and as a member of a high performing team; ability to engender trust with employees and others contacted in the course of business.
6. Knowledge gained through continuing education or professional certification or designation in a field relevant to the position description.

**Note: Please number each response as it relates to each desirable qualification and carefully**

**review the “Examination Information” and “Filing Instructions” sections when completing your Statement of Qualifications.**

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Financial Officer**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a designated screening committee. The screening committee will use predetermined evaluation criteria derived from the minimum and desirable qualifications listed on this announcement.

Candidates should ensure they are thorough and specific, rather than general, when describing their experience, knowledge and abilities relative to the 6 areas described in the “Desirable Qualifications” section. Candidates should indicate the length, level and company(ies)/educational institutions where the desirable qualification was attained. Please number each response as it relates to each desirable qualification.

Interviews may be conducted with only the most qualified candidates, if it is determined necessary in order to make a selection.

### **FILING INSTRUCTIONS**

Applicants must file their application, resume and Statement of Qualifications with CalSTRS either in person or by mail at the address listed below. All application materials must be received no later than 5:00 p.m. on the final filing date of October 20, 2010, to be considered. **ALL MATERIALS PERSONALLY DELIVERED, RECEIVED VIA U.S. POSTAL SERVICE OR ANY OTHER DELIVERY SERVICE AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED.**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A Resume (resumes do not take the place of the Statement of Qualifications).
- A Statement of Qualifications demonstrating how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position.
- The Statement of Qualifications submitted serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed, using 10 point, Times New Roman font, single spaced, and no more than 3 pages.

**Applications must be submitted by the final filing date to:**

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Personnel Services Office  
Attention: Executive & Investment Compensation Unit

100 Waterfront Place, West Sacramento, CA 95605  
Sandra Teague | (916) 414-4973 | [steague@calstrs.com](mailto:steague@calstrs.com)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>